

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Leave Extension

I hope this message finds you well. I am writing to formally request an extension of my current leave, originally scheduled to end on [original end date].

[Briefly explain the reason for the extension request, including any relevant details that impact your situation.]

I would like to request an extension until [new end date] to ensure that I can [explain how this will help resolve your situation or enable your return].

I appreciate your understanding and consideration of my request. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]